

PEACE CORPS

Overseas Request for Quotation (RFQ) for Supplies/Services/Equipment

RFQ Number: RFQ-216-22-001

Date: 01-November-2021

Peace Corps / Kosovo has a need for Procurement of Heating, ventilation, and air conditioning (HVAC) system for PC Office Pristina. Peace Corps is soliciting fixed-price quotations from the vendor community (25,000 USDE +) for the supplies and/or services detailed below.

If you are interested in submitting a quotation, please do so by sending your completed and signed Attachment 1—Vendor Quotation Form by e-mail to:

Name: Peace Corps Kosovo
 Address: 5 Mujo Ulqinaku, 10000, Pristina
 E-mail: kosovopc@peacecorps.gov

Quotations are due no later than 23:59 Friday on 12-November-2021. Late quotations will not be accepted.

Written questions about this Request for Quotation (RFQ) may be sent in the same fashion to the individual noted above in advance of the RFQ due date. No phone calls please.

Peace Corps will evaluate all quotations received by the deadline based on the minimum requirements and/or evaluation factor(s) shown below. Contingent on the availability of funds and continued need for the supplies and/or services, at the end of the evaluation process, Peace Corps intends to award a firm-fixed-price contract for the purchase of the required supplies and/or services to the selected vendor.

A. Statement of Work/Description of Requirements

1. Design, supply, install and test the HVAC system

- a.** Vendor will provide a detailed quote for the design, materials, labor, installation and testing of a HVAC system in office space covering approximately 1000 square meters, in the multistory building with approximately 25 individual spaces. See attachment A.
- b.** Vendor will provide the following:
 - i.** Drawings of planned installation of central unit, duct work and controls
 - ii.** Drainage needs and plans
 - iii.** Electrical needs and plans
- c.** Vendor will provide a detailed installation plan in coordination with Peace Corps Kosovo.
- d.** Vendor will install HVAC system including
 - i.** HVAC system
 - ii.** Duct work to cover regulated heating and cooling across entire office
 - iii.** Temperature controls for individual floors, spaces, offices and rooms.
- e.** Warranty – detailed warranty for equipment and for service

2. Quote should include the following:

- i.** References from previous work
- ii.** List of key personnel who will work on the project
- iii.** Proof of company registration with Republic of Kosovo
- iv.** List of brands company plans to use for the project
- v.** Training on site in the operation and maintenance of the system supplied to PC Kosovo designated staff. The training will ensure that the designated PC staff are completely conversant with the operation and maintenance of the System.

B. Place of Performance:

Peace Corps Office Kosovo/Pristina

- Vendors will be expected to complete and deliver services and goods within 45-60 days after the contract is awarded.
- In coordination with the architect and Peace Corps Kosovo, the vendors will work on preparing a timeline for delivering their goods and services as per the requirements mentioned above.

C. Contract Terms and Conditions

As an Agency of the United States Government, Peace Corps has an approved contract template that it intends to use for the award. Peace Corps reserves the right to deny making a contract award to a vendor should they refuse to sign the Peace Corps approved contract template.

D. Minimum Criteria:

A quotation will not be considered further if it does not meet the following minimum criteria:

- A. Material quality and brands that are offered
- B. Design
- C. Price
- D. Installation timeframe
- E. Past performance / references

E. Evaluation Factors:

Quotations that meet the minimum criteria listed above may be further evaluated based on the following factors:

- Not Applicable

Award may be made with or without negotiations between the Peace Corps and the selected vendor. Award may be made to a vendor that provided the lowest priced technically acceptable quotation, or to a vendor other than the one that provided the lowest priced quotation, should that vendor be determined to have provided the best value quotation to the Peace Corps taking technical and cost factors into account.

All vendors that submit quotations in response to this RFQ will be notified of the results.

[End of RFQ]

ATTACHMENT A – HVAC and Individual Units

We anticipate that the office will accommodate one central HVAC system and a combination of individual units.

Central HVAC:

A complete central cooling and central system covering approximately 500 square meters.

Individual Units:

Please provide also the costing for individual wall mounted units for up to 500 square meters:

- 5 small-sized rooms covering approximately 5-10 sq/m
- 12 medium-sized space covering approximately 10-12 sq/m
- 14 large-sized spaces covering approximately 12-25 sq/m
- 7 extra-large rooms/conference rooms covering approximately 25–50 sq/m

ATTACHMENT 1 – VENDOR QUOTATION FORM

RFQ Number: RFQ-216-22-001

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

Quoted Prices (Inclusive of Administrative and/or Overhead Costs):

Please refer to: **Attached Bid Worksheet for providing detailed cost**

Statement of Work/Description of Requirements

Item	Description	Qty.	Unit Price	Total
001	AC/Heating (HVAC)			
002	Design			
003	Installation			
...				
Total				

Items/Services Included in Total Quoted Price Above but Not Indicated in Chart:

Quoted Work or Delivery Schedule (If Any): within 45-60 days after the award of the contract.

Quoted Payment Terms:

Quoted Warranty Terms (If Any):

Quoted Additional Terms and/or Conditions:

Price shall not include VAT. *“Based on Chapter IX, Article 29 (Exclusions) 1.3.1. of Republic of Kosovo Law No. 03/L-146 on Value Added Tax, dated 01 July 2010, the U.S. Embassy Pristina is exempt from VAT both on importation of goods and domestic purchase of goods and services.”*

SUPPLIER AUTHORIZED REPRESENTATIVE

Signature: _____

Date: _____

Peace Corps Kosovo Bid Worksheet

Procurement of Heating, ventilation, and air conditioning (HVAC) system for PC Office

Office located at: Pristina

Submitted by:

Date:

Point of Contact:

Cost	Category of work	Task descriptions	Estimated period of performance	Notes
Provide bid cost		Provide any additional task descriptions above and beyond the minimum described below. Provide bid prices per major task items	Provide any additional details pertaining to your estimated work schedule for each task	Provide any additional notes that would be helpful in understanding your bid proposal as pertaining to individual task
-	TOTAL BID PRICE			
0.00	1. Design			
0.00	2. Equipment (list all)			
0.00		1		
0.00		2		
0.00		3		
0.00		4		
0.00		5		
0.00		6		
0.00		7		
0.00		8		
0.00		9		
0.00		10		
0.00		11		
0.00	3. Brand			
0.00		1		
0.00		2		
0.00		3		

0.00	4. Instalation				
0.00	1. Central HVAC system				
0.00					
0.00					
0.00	5. Insulation/Ducting				
0.00	5.1 Duct Insulation				
0.00					
0.00	5.2 Acoustical Insulation				
0.00					
0.00	6. Testing and balancing				
0.00					
0.00					
0.00					
0.00	7. Painting				
0.00					
0.00					
0.00					